



Request For Business Meal Authorization

Requestor's Name: _____

Date of Request: _____

Destination (City and State): _____

Purpose of the meal: _____

Business Meal date: _____

Fill out which applies:

Breakfast Per Diem Rate: _____ Lunch Per Diem Rate: _____

Dinner Per Diem Rate: _____ Actuals: _____

List all people involved in business meal: _____

Meal(s) must NOT exceed M&IE Rate <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Approvals: (must be signed in order)

Requester: _____
Print Signature Date

Budget Index: _____ (must be filled out)

Budget Manager: _____
Print Signature Date

FINANCE-

Budget Approval: _____
Print Signature Date

President: _____
Print Signature Date

CC: reimbursements@rbc.edu (Must send)

Instructions and requirements below. This form must be approved prior to the Business Meal No Exceptions.



Business Meals Generally, meal expenses must involve an overnight stay to qualify for reimbursement. In these instances, the traveler must adhere to the travel regulations outlined earlier in this topic for meal reimbursement.

Individuals who are not in a travel status are eligible for meal reimbursement if they participate in a business meal. Individuals in travel status may occasionally attend meals that qualify as business meals.

Such meals occur while the individual is on official business and must:

- Include documented pre-approval by Agency Head or designee.
- Involve substantive and bona fide business discussions and include the original, itemized receipt.
- List by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (example: coverage of walk-ins).
- Be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance. (See **Business Meal Exceptions**)
- For individuals in travel status, the per diem allowance applicable to the business meal must be clearly excluded from the daily reimbursement.
- Delivery costs and a reasonable tip are reimbursable as long as the total cost does not exceed the allowable per diem for the meal.

Official business meals are state sales tax exempt per the Department of Taxation's Tax Bulletin 16-3: <https://www.tax.virginia.gov/laws-rules-decisions/tax-bulletins/16-3>.